



## **LAND USE PERMIT REVIEW PROCEDURE - ADMINISTRATIVE**

Community Development Department ♦ 80 Columbia Avenue ♦ Marysville, WA 98270  
(360) 363-8100 ♦ (360) 651-5099 FAX ♦ Office Hours: Mon - Fri 7:30 AM - 4:00 PM

Application: Commercial Building Permit Site Plan & Design Review, Conditional Use or Shoreline Substantial Development Permit

### **I. PRE-APPLICATION MEETING**

- a. Prior to submittal of a permit application, the applicant should contact the Planning Department and set up a pre-application meeting.
- b. The pre-application submittal should include a description of the proposal, preliminary plans, relevant site information, etc. This information must be provided before a pre-application meeting will be scheduled. The city shall provide written comments to the applicant, and may discuss the general goals and objectives of the proposal, the overall design possibilities, the general character of the site, environmental constraints, and standards of development. The focus of the meeting shall be general in nature and none of the discussions shall be interpreted as a commitment by the city or applicant.
- c. The applicant is required to hold a neighborhood meeting prior to submittal of an application for projects that in the discretion of the Planning Director, have the potential to raise significant neighborhood issues.

### **II. APPLICATION SUBMITTAL**

- a. A land use application form, all required supporting documents and fees must be submitted to the Planning Department, in person.
- b. The City will review the application submittal for completeness within 28 days from the date of submittal. If the application is found to be complete, the application will be officially accepted by the city and the review process will begin. If the application is found to be incomplete, the applicant will be notified as to the specific deficiencies required to complete the application. The applicant will post a public notice sign on the subject property when the application is deemed complete.
- c. Within 14 days of issuing a letter of completeness the City will issue a notice of development application which will be posted on the subject property, mailed to property owners within 300 feet of the subject property, and published in the local newspaper. This notice will include a public comment period (14 to 30 days), and a statement that a decision on the permit will be made within 120 days from the date of completeness.

### **III. REVIEW PROCESS**

- a. The City will seek comments on the proposal from other city departments, local, state and federal agencies, and from interested citizens. The department or agency shall review the proposal and furnish the Planning Department with a report as to the effect

the proposal may have upon their area of responsibility and/or expertise. The reports submitted shall include specific requirements or recommendations as to the extent and types of improvements to be provided by the applicant. City staff will visit the site.

- b. The City will hold a technical review meeting with city departments, and other reviewing agencies to discuss the project. The applicant will be notified of the meeting and will be provided a copy of all review comments received. The applicant, or representative, should be in attendance to answer questions and receive comments. (Note: Variance applications may waive this step unless they are part of a combined application.)
- c. After the technical review meeting, the Planning Department will make a determination of whether an environmental impact statement (EIS) will be required. A Declaration of Non-Significance (DNS), or a Mitigated Declaration of Non-Significance (MDNS), will mean that an EIS is not required. If an EIS is required, the Planning Department will issue a Determination of Significance (DS) with a scoping notice to establish the content of the EIS. If an EIS is required the permit review time frame will be suspended until the EIS review is completed. (Note: Some proposals may be exempt from SEPA. This determination will be made at the pre-application meeting.)
- d. The department will issue a written administrative decision on the application. When all conditions have been addressed, plan revisions or modifications completed, and all SEPA requirements met, the department may issue the permit.